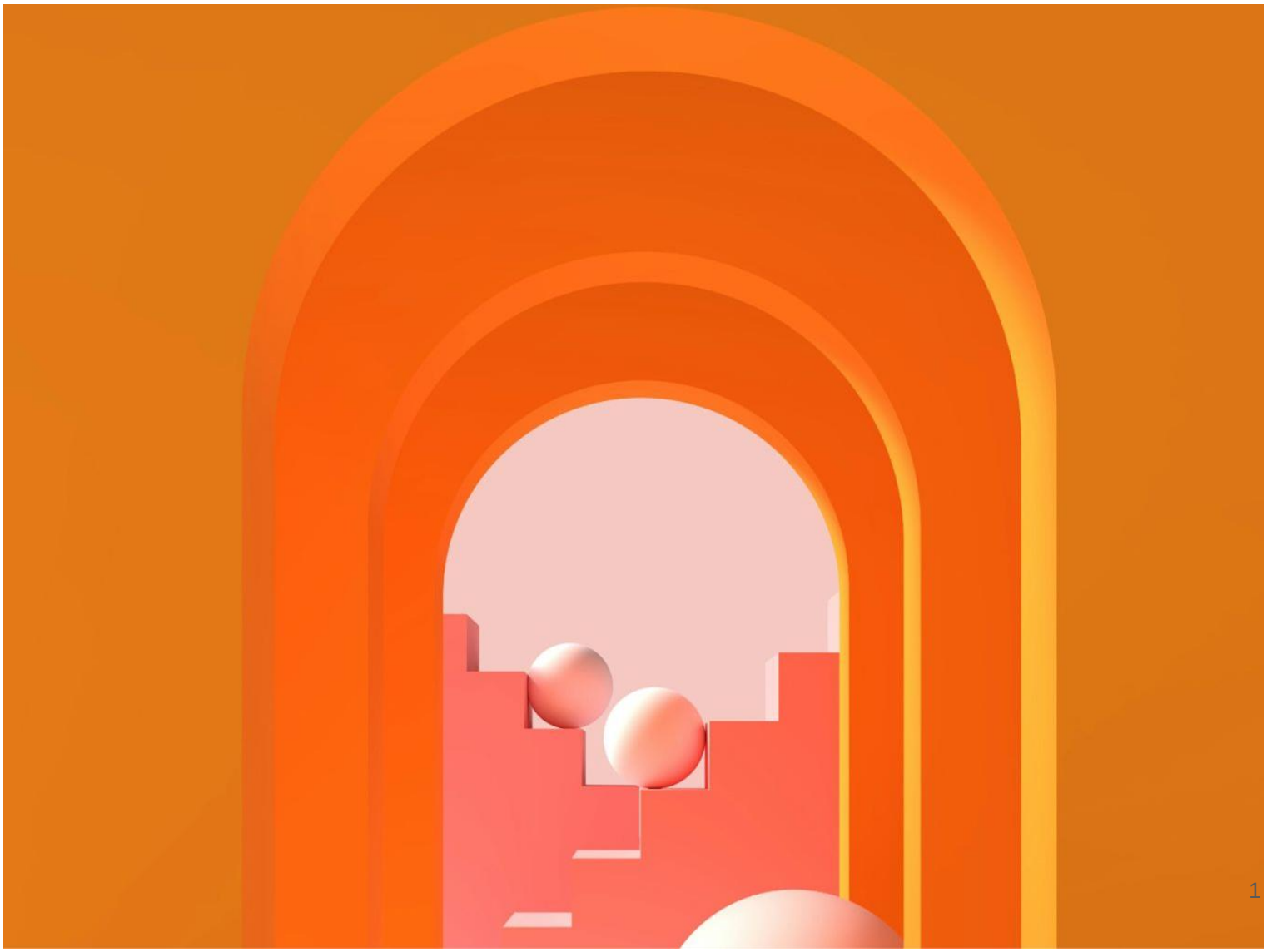
TUM THINK TANK

Stand: May 2025

FRIEDRICH SCHIEDEL FELLOWSHIP

The Fellows' Handbook

Creating impact through action-oriented research while navigating institutional requirements



Welcome

Congratulations on joining the current Friedrich Schiedel Fellowship cohort!

This guide is intended to provide you with inspiration and guidelines for using your allotted budget.

Project funding: 20.000€

Project duration: 3 – 12 months

How to use your funds?

- Increase monthly salary for individual fellow – if not already on 100% contract
- Hiring student assistants
- Purchase of project-related infrastructure including hardware and software
- Additional project expenses such as design, application or marketing expenses
- Organizing workshops and other related activities
- Covering travel expenses to attend external events

The following pages provide step-by-step instructions, links to the necessary documents, and helpful tips.

Know your shortcuts

Contact Person:

Project Manager:	Dr. Markus Siewert
Administrative issues:	Dorothea Wörner | Annette Ohm
Community Manager:	Dr. Gesa Lüdecke
FSF email address:	schiedel-fellowship@sot.tum.de
FSF Letter Box:	TTT Friedrich Schiedel Fellowship

Here is a list of abbreviations and terms that will help you navigate your fellowship:

TTT	TUM Think Tank
HfP	Munich School of Politics and Public Policy (*Hochschule für Politik München*)
SoT	TUM School of Social Sciences and Technology
LS/PS	Chair (*Lehrstuhl*)/Professorship (*Professur*)
FSF	Friedrich Schiedel Fellowship
ZA2	TUM Human Resources *(Zentrale Verwaltung / Personal)*
Referat 34	Central Travel Office at TUM (*Zentrale Reisekostenstelle, Referat 34*)
Unique Identifier	An ID will be provided to you at the start of your fellowship. This code **(e.g., FSF 107)** must appear on all documents to ensure accurate tracking and organization.
FSF Letter Box	A designated drop-off point for fellowship-related documents, located on the **3rd floor (HfP Administration)**. Documents placed here are regularly collected and processed.
FSF Email address	Please use schiedel-fellowship@sot.tum.de for all FSF-related communication to ensure smooth coordination.

Employment

You can increase the hours (scope) of your existing contract with TUM and/or hire research assistants for your project.

GOOD TO KNOW

- Increase of the TUM employment contract up to max. 100% (40 hours per week); a secondary employment with TUM is **not** allowed for social security reasons.
- Hiring student assistants is an option to support your project – find details on the process below.
- Plan your budget carefully using the salary calculator of the FSF cost calculation table. This tool helps you stay within your allocated budget and explore different funding options, such as increasing your contract by 50% for three months or 30% for five months.
- Documents to be submitted via FSF Letter Box located on the 3rd floor of HfP (Administration).
- The process may take several weeks, so submit your request early to prevent delays.

SALARY INCREASE OF YOUR EXISTING TUM CONTRACT

Complete the Salary Increase Request Form (Antrag Arbeitszeitänderung/*Aufstockungsantrag*). Attach a cover letter (*formloses Anschreiben*) explaining the context. Your LS/PS secretary is happy to help you with completion.

The form must be signed by you and your professor before submission.

Submit the original completed form and attachments at TTT via FSF Letter Box (to be forwarded to ZA2 by TTT).

Once approved by ZA2 you will be informed by SoT School Office about further steps. Please forward the form from ZA2 to your LS/PS and to FSF email address.

Please note that the process may take some time, so plan ahead accordingly!

HIRE STUDENT ASSISTANTS

Fill out the Recruitment Proposal (*Einstellungsvorschlag*) using Pre-filled sample and attach all required documents in original form (list of 13). If any are missing, note this in the application—missing documents must be submitted later.

Submit the original completed form and attachments at TTT via FSF Letter Box to be forwarded to ZA2.

Once approved by ZA2, you will be informed when the Contract (*Arbeitsvertrag*) is ready to be signed at SoT. Please ensure a scanned copy of the Contract is forwarded to your LS/PS and FSF email address.

Note: the process may take some time, so ensure documents are submitted at least three weeks ahead.

GOOD TO KNOW AND STEP-BY-STEP GUIDE

Project-related infrastructure

You can purchase software and hardware needed for the realization of your project. Please note that the purchased equipment is the property of TUM and must be returned after project completion.

GOOD TO KNOW

- Choose either the invoice method or the reimbursement method for purchases.
- Use the correct billing and delivery addresses, mention Friedrich Schiedel Fellowship and your unique identifier. Refer to provided example.
- Items over EUR 250,01 (netto) must be inventoried and labeled with an inventory sticker provided by SoT Finances.
- Include the building and room number where the item will be used when submitting invoices or reimbursement requests.
- All purchased items belong to TUM. At the end of the fellowship, return them with the inventory sticker to the HfP Facility Management (appointment required). Licenses must be returned to TTT.

✓ BEFORE PURCHASING

- [ ] Check availability: Before buying new items or licenses, confirm with SoT or TTT if the required items or licenses have already been purchased in the past and are still available for use.
- [ ] Verify budget: Ensure that the item and its cost were planned in your cost calculation table. Changes can be made, but they must be discussed beforehand and a new cost calculation table must be created and submitted..
- [ ] Explore framework agreements (*Rahmenverträge)*: Items may be less expensive if purchased through approved vendors. Contact your LS/PS secretary for details and identify your department's vendor liaison.

INVOICE SUBMISSION

On arrival, add item's dedicated room and unique identifier to the invoice. Organize accounting stamp (*Kontierung*) at LS/PS or HfP Finanzen and sign validation box „*sachlich richtig*".

Submit the original invoice at TTT via FSF Letter Box.

REIMBURSEMENT OF PAYMENTS

Complete the Expense Reimbursement Form (*Antrag: Erstattung Auslagen* und *Beispiel*). Attach receipts and proof of payment (e.g., receipt, bank statement, credit card statement).

Submit the completed form and attached documents in their original form at TTT via FSF Letter Box.

Processing Time: Refunds may take 6–8 weeks. For cash payments, original receipts are required.

Organizing events

When it comes to building bridges between disciplines and stakeholders, events and workshops are key. They provide an opportunity to collaborate, share knowledge, and strengthen the community. We encourage you to design such events and help ensure that they align with program goals and feasibility requirements.

GOOD TO KNOW

- TTT rooms are popular, so confirm availability as early as possible.
- Plan ahead: Contact the FSF team at least 4 weeks in advance to confirm the event's thematic and organizational feasibility. Decide if your event will be hybrid or in-person only and plan accordingly.
- Inform the TTT Team about your event. They can assist with outreach and advertise the event through appropriate channels.
- If appropriate, you can provide snacks or beverages for attendees, based on event needs.
- Allocate enough time to set up the room before the event and ensure it is left in the same condition as you found it. Make sure you have a fob (transponder) to access the doors.

✓ GUIDELINES FOR INVITING GUESTS

- [ ] Remember to follow the TUM and Bavarian guidelines for Travel and lodging restrictions, e.g., second-class train tickets, economy class flights, and accommodation cost limits according to the Bavarian Travel Expenses Act (*Bayerisches Reisekostengesetz*)
- [ ] Plan carefully and stay within the budget: You are responsible for managing the budget for your event. If expenses exceed the total budget of 20, 000 EUR, your department will have to cover the difference.
- [ ] Booking flights: It is recommended that you use a travel agency for payment via invoice. Guests may find it easier to arrange their own travel—reimbursements only within official guidelines and budget limits.
- [ ] Booking train tickets: use the key account discount (*Großkundenrabatt*) with Deutsche Bahn. More details here. Check the service compass (Dienstleistungskompass) for details.
- [ ] Hospitality Expenses: If you are offering meals or refreshments, ensure compliance with official guidelines.
- [ ] Invitation letters: TTT can sign invitation letters for speakers. Please draft a letter or use this template.
- [ ] For detailed information: **FAQ**

GOOD TO KNOW AND STEP-BY-STEP GUIDE

Travel application and expenses

If you're planning to attend external events, here's what you need to know to ensure an easy reimbursement process and make your trip enjoyable.

GOOD TO KNOW

- Please plan ahead: submit your application at least 3 weeks before your trip. Without prior approval and processing time at Referat 34, travel costs **cannot** be reimbursed.
- Trips must be aligned with Friedrich Schiedel Fellowship objectives and be listed in your cost calculation table. Unlisted trips cannot be reimbursed.
- Follow the TUM and Bavarian state guidelines and submit all required documents in their original paper form.
- For all trips, we recommend using Trip Request in paper form. Please consult with your LS/PS Secretary.
- Important: Always have invoices issued to a TUM address (LS/PS). Invoices with a private address cannot be reimbursed.

BEFORE YOUR TRAVEL

Obtain trip approval of the trip from Markus Siewert via email to confirm that the trip aligns with FSF objectives

Complete Business Trip Request *(Dienstreiseantrag)* and enclose invitation, program, etc.

Have your supervisor at the LS/PS sign the application.

Submit a printed application and attachments to Referat 34 via Hauspost at least 3 weeks before your trip.

Once approved, send a scanned copy of the Business Trip Request and submitted documents to the TTT via email.

AFTER YOUR TRAVEL

Complete and sign the Reimbursement Request (*Antrag auf Erstattung der Reisekosten)* ensuring the unique identifier on form for later processing by SoT. Attach all required documents, including:

- signed and approved Business Trip Request by Referat 34 (*Dienstreiseantrag*)
- original receipts and proof of payment via private account (credit card statement, bank statement).

Submit the complete bundle to Referat 34 for calculation of reimbursable costs.

Once Referat 34 has calculated the reimbursement, submit the documents to TTT via the FSF letter box.

Reimbursement can take up to several weeks.

Acknowledgements

Let's spread the word about this wonderful fellowship. Here are some useful phrases and files.

✓ ACKNOWLEDGEMENT IN PUBLICATIONS AND LOGOS

☐ Publications and other research work that is completed within your fellowship should include the following acknowledgement:

This [article] was supported by the Friedrich Schiedel Fellowship. The author(s) acknowledge the financial support provided by the fellowship, which was instrumental in enabling this research. The fellowship is hosted by the TUM School of Social Sciences and Technology and the TUM Think Tank at the Munich School of Politics and Public Policy.

☐ Logos on presentations or communication materials are to be included once on the title slide or on closing pages in a neat way.

For your fellowship the following logos can be useful

- Logo of the TUM Think Tank
- Logo of the Hochschule für Politik
- Logo of the Friedrich-Schiedel-Stiftung

Helpful tips

To foster the exchange between technology and policy, the fellowship is hosted by HfP with it's vibrant Think Tank. Make the most of these facilities to deepen your projects, expand your networks, and engage in interdisciplinary dialogue.

GOOD TO KNOW

- Since the HfP is a semi-independent institution, some administrative and practical things are handled differently. Here are some useful hints.

✓ BOOK ROOMS AT THE THINK TANK

- [ ] Find a map of the rooms here
- [ ] Fellows can use the booking tool to reserve the smaller rooms 160 and 162. The co-working space (Room 160) is ideal for connecting with other fellows, exchanging ideas, and fostering collaboration across labs and projects. Room 162 is equipped with a camera, making it perfect for Zoom calls and small meetings for up to 12–14 people.
- [ ] For the larger room 158 please submit your booking request through the Event Registration Form or contact TTT directly.

FOB (TRANSPONDER)

Complete and sign the User Agreement *(Benutzungsvereinbarung)* and Transponder request (Transponderanforderung).

Contact Siegfried Jacob in Office H.312 on the third floor of the HfP building (Richard-Wagner-Straße 1). Bring: a €20 deposit in cash (refundable at the end of your fellowship) and a valid ID.

Return your transponder at the end of your fellowship at Siegfried Jacob in Office H.312 to receive your €20 refund.

Important: Activate your transponder daily at the HfP main door downstairs: Make sure to wait until the light turns green to ensure it works for all rooms throughout the day—it's valid for 24 hours.